

APPENDIX D Standard licence conditions

D1 Tenancy Management

D1.1 The maximum occupancy for the property is detailed within the table below:

Table of occupation			
Letting	Location	Area of letting (m2)	Maximum occupiers

D1.2 The licence holder/manager is prohibited from allowing a new resident to occupy the property and/or parts of the property if:

- that occupation exceeds the maximum number of permitted occupiers or households in the property or,
- that occupation exceeds the maximum number permitted for any unit of accommodation listed above.

A 'new resident' is a person not in occupation at the date the licence is issued including a baby or child.

D1.3 The licence holder shall ensure that the name, address, email and telephone number of the person responsible for managing the property is displayed in a prominent position in the common parts of the property. A 24-hour emergency telephone number should be provided and details of how to report any disrepair issues.

D1.4 The licence holder shall ensure that a copy of the licence and licence conditions are displayed in a prominent position in the common parts of the property. The Electrical Installation Certificate and Gas Safety Certificate must be displayed in a prominent position within the common parts of the property.

D1.5 The licence holder shall supply the occupiers of the property with a written statement of the terms on which they occupy the property and details of the arrangements in place to deal with repair and emergency issues. Copies of the written statement of terms must be provided to the Council within 21 days on request.

D1.6 The licence holder shall take all reasonable and practicable steps to prevent or reduce antisocial behaviour by persons occupying or visiting the house. All complaints of anti-social behaviour by occupants or their visitors shall be investigated and appropriate actions taken.

D1.7 The licence holder and his representatives will ensure that the tenant's right to quiet enjoyment of the property is respected. Where entry is required to the property for the purpose of undertaking landlord duties and responsibilities within the separate lettings, the licence holder will ensure that the tenant receives at least 24 hours written notice of intention specifying the reason entry is required. Only in emergency situations such as flood,

fire, or imminent risk should these requirements be waived. Access to the communal areas by the Landlord or Agent does not require notification.

- D1.8 The licence holder must ensure that any persons involved with the management of the property must be a fit and proper person as per the definition under section 89 of the Housing Act 2004. The Licence Holder or their Managing Agent must inform the Council within 21 days of any changes in their circumstances as a result of a conviction, or caution or civil penalty.

D2 Property Management

- D2.1 The licence holder shall ensure that regular inspections of the property are carried out to identify any problems relating to the condition and management of the property. The records of such inspections shall be kept for the duration of this licence. Copies of these must be provided to the Council within 21 days on request.
- D2.2 The licence holder shall ensure that all gas installations and appliances are in a safe condition at all times.
- D2.3 The licence holder must have available a current valid gas safety certificate obtained within the last 12 months. Copies of the certificate must be provided to the Council within 21 days on request.
- D2.4 The licence holder must have a current Electrical Installation Condition Report (EICR) for the fixed electrical installation in the parts of the property under their control. Any report should be less than five years old and copies must be provided to the Council within 21 days on request.
- D2.5 The licence holder shall ensure that all electrical appliances provided by the landlord in the property are in a safe condition. The licence holder must have completed a Portable Appliance Test (PAT) report for all electrical appliances that are supplied by the landlord.
- D2.6 All upholstered furniture and covers and fillings of cushions and pillows should comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended). The licence holder shall provide a declaration as to the compliance of such items to the Council within 21 days on request.
- D2.7 The licence holder shall maintain all existing automatic fire detection systems and emergency lighting including smoke alarms in proper working order. The licence holder shall ensure the following tests are recorded:
- Fire alarm system - WEEKLY (in accordance with British Standard 5839)
 - Emergency lighting system - MONTHLY (in accordance with British Standard 5266)
 - Fire extinguishers - ANNUALLY (in accordance with British Standard 5306)
 - Fire doors - MONTHLY

In addition to the above annual servicing of the fire alarm and detection system (BS5266 test report) and, if applicable, emergency lighting (BS5839 test report) must be completed. Copies of the certificate must be provided to the Council within 21 days on request.

- D2.8 The licence holder must install a smoke alarm on each storey of the house on which there is a room used wholly or partly as living accommodation. The smoke alarms must be kept in proper working order at all times and the licence holder must supply the Council with a declaration as to the alarms' positioning and condition upon request.
- D2.9 The licence holder must install a carbon monoxide alarm in any room, which is used wholly or partly as living accommodation, containing a solid fuel burning appliance (e.g., a coal fire, wood burning stove etc.) or a boiler. The alarms must be kept in proper working order at all times and the licence holder must supply the Council with a declaration as to the alarms' positioning and condition upon request.
- D2.10 The licence holder must ensure the property is suitable for the number of occupants. In order to comply the property must have the correct number of:
- washing and WC facilities
 - kitchen facilities
 - suitable heating and fire precautions.

If there are any deficiencies these will be listed below.

You are required to complete this work no later than: XXX

- D2.11 The licence holder shall ensure that there are suitable containers/bins provided for household recycling and rubbish which are sufficient for the number of occupants within the property in accordance with North Hertfordshire District Council current recycling scheme. All recycling and rubbish containers must be provided within a dedicated and appropriate storage area.

D3 General

- D3.1 The licence holder shall arrange for access to be granted at any reasonable time and must not obstruct any Council Officer(s) carrying out their statutory duties including the surveying of the property to ensure compliance with licence conditions and any relevant legislation.
- D3.2 This licence only applies to the property named and is not transferable to another property or person.
- D3.3 The licence lasts for a period of 5 years from the date the licence was granted unless any of the following apply:
- the Licence Holder dies whilst the licence is in force.
On the death of the Licence Holder the house shall be treated as if a Temporary Exemption Notice had been served for a period of 3 months.
 - the licence is revoked under section 70 of the Housing Act 2004.
 - the licence will continue to be in force even if the property ceases to be a licensable House in Multiple Occupation unless the Licence Holder dies, or the licence is revoked.
- D3.4 The licence holder shall, if required, by written notice within 21 days provide the Council with following particulars as may be specified in the notice with respect to the occupancy of

the house:

- the names and numbers of individuals/households accommodated specifying the rooms they occupy within the property
- number of individuals in each household.
- the licence holder shall inform the Council of any change in ownership or management of the house including a change in addresses and contact telephone number
- an appointment of a manager, their address and contact number

D3.5 The licence holder must advise the Council's Licensing Team in writing of any proposed changes to the construction, layout, or amenity provision of the house that would affect the licence or licence conditions.

D3.6 The licence holder shall ensure that all outbuildings, yards and gardens are maintained in good repair, clean condition and good order. All boundary walls and fences must be kept and maintained in good and safe repair.